

UNITED STATES MARINE CORPS  
Base Maintenance Division  
Marine Corps Base  
Camp Lejeune, North Carolina 28542-5000

MO 5500.1  
MAIN/RES/rsm  
02 Apr 1985

MAINTENANCE ORDER 5500.1

From: Base Maintenance Officer  
To: Distribution List

Subj: Bomb Threat Response Plan

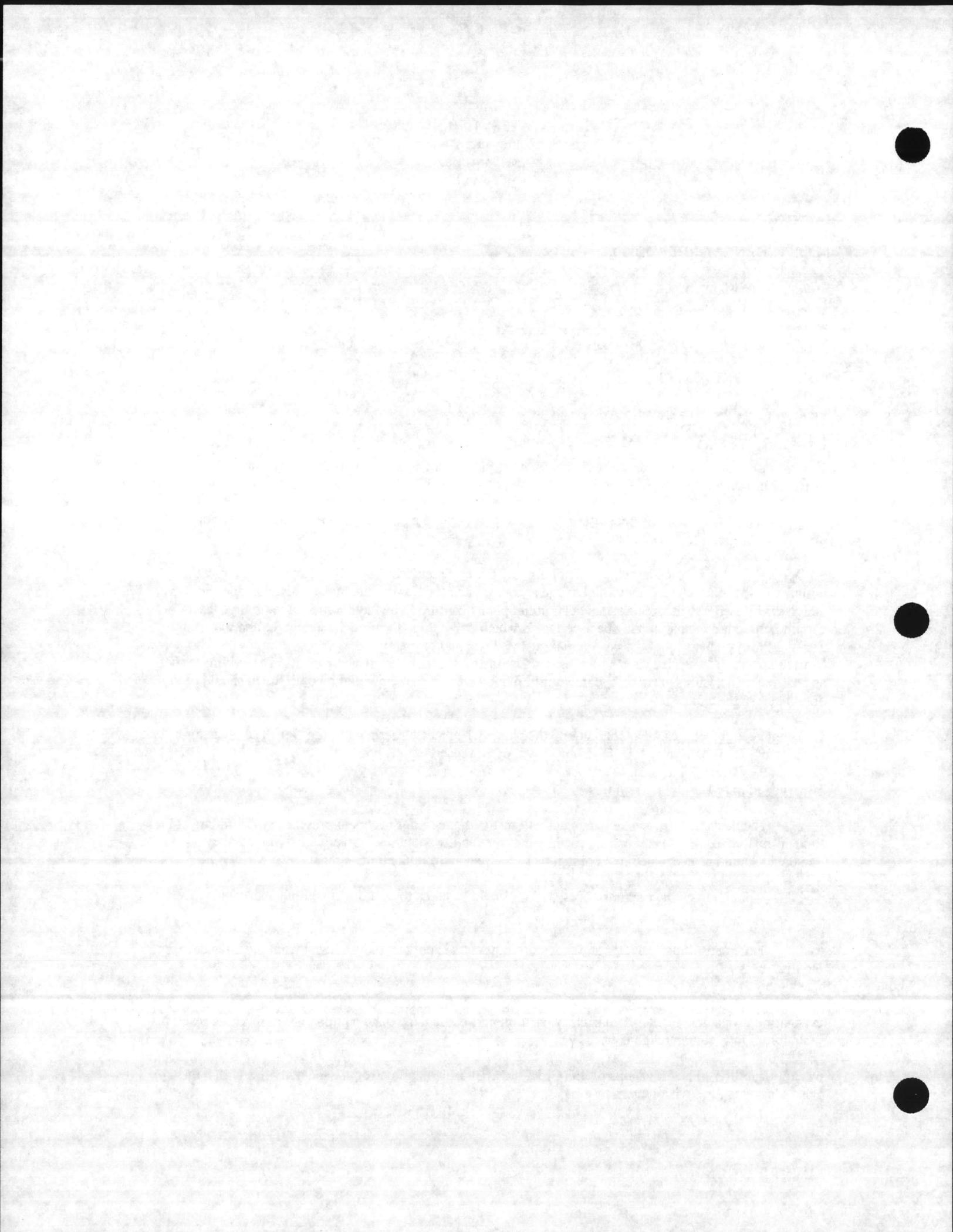
Ref: (a) BO 5500.3

Encl: (1) Bomb Threat Checklist  
(2) Bomb Threat Report

1. Purpose. To establish procedures within the Division for handling bomb threats and amplify the instructions contained in the reference.
2. Background. Nationwide increase in the number of bomb threats necessitates that employees be prepared to respond to such threats.
3. General. Experience has shown that normally bomb threats will be received at either the specific building or location or to an authoritative agency. Although the Base Maintenance Division does not have a high visibility for such threats as a whole, utility plants/facilities may have some vulnerability. Therefore, certain pertinent information may be ascertained which will help in locating the explosive and materially assist in the apprehension of the person making the threat and/or planting the device. Employees who may be in the position to receive such a threat should be instructed to reduce the conversation to writing as soon as possible. Enclosures (1) and (2) contain information which the recipient of a bomb threat should try to obtain before the caller hangs up.
4. Telephone Procedures. Do not hang up the phone when a caller terminates the call. The procedures outlined in the enclosures will be followed by the person receiving the bomb threat.
5. Evacuation of Buildings/Facilities
  - a. The decision to evacuate personnel will rest with the senior occupant present in the building at the time of the threat. If time is limited, evacuation of the facility should be implemented immediately. Personnel should be evacuated to a point at least 200 meters from the threat area.
  - b. Depending on the circumstances, action should be taken to shut down equipment, secure power, etc.
  - c. Time permitting, vehicles and movable equipment should be moved away from the threatened facility.
  - d. The Director, Utilities Branch will be responsible for issuing separate instructions regarding the evacuation of manned plants when such evacuation may cause damage to equipment or otherwise result in violation of law, contamination, etc.
6. Applicability. The provisions of this Order are applicable to all personnel and activities within the Base Maintenance Division upon receipt

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DISTRIBUTION: A



## BOMB RESPONSE PLAN – OUTLYING PLANTS

1. If you receive a BOMB THREAT, complete bomb threat checklist attached.
2. Ask questions through item (f). DO NOT HANG PHONE UP. LEAVE OFF HOOK.
3. Leave plant operating but secure chlorine cylinders at Cl<sub>2</sub> tank.
4. Take bomb threat checklist and go to secondary phone. Call Base Operator Extension 1113 or 1115. Report threat and phone number with receiver left off.
5. Call Leader at Bldg. 670. Report information on checklist.
6. Stand by at safe distance at least 200 meters or 640 feet to provide keys, assistance, etc. Have bomb threat checklist available for appropriate personnel. SAFEGUARD LIST.

### LEADERS – BLDG. 670

1. After receiving call from outlying plant, complete items 4, 5, 6, 7, 8, and 10 of bomb threat checklist.

Note: Record time on item (5) but telephone off hook applies to outlying plants phone.

Note: Item 9 will be completed by supervisory personnel.

2. Log appropriate information concerning bomb threat.
3. If radio communication available, stand by base station and maintain contact with operator.



BOMB THREAT CHECKLIST

1. DO NOT HANG UP THE TELEPHONE.
2. Questions to ask: Exact words of the conversation.
  - a. When will bomb explode? \_\_\_\_\_
  - b. Where is the bomb right now? \_\_\_\_\_
  - c. What kind of bomb is it? \_\_\_\_\_
  - d. What does the bomb look like? \_\_\_\_\_
  - e. Why did you place the bomb? \_\_\_\_\_
  - f. Where are you calling from? \_\_\_\_\_
  - g. Who is this? \_\_\_\_\_
3. Either go personally or send someone to another telephone and call the Base Operator extension 1113 or 1115. Report the bomb threat and telephone number/extension, \_\_\_\_\_, of the phone you left off the receiver.
4. From another phone, report the bomb threat to 911, or to the Provost Marshall's Office at extensions 2555, 2556, or 2557.
5. NOTE: DO NOT HANG UP THE TELEPHONE
  - a. Time call received: \_\_\_\_\_
  - b. Time caller hung up: \_\_\_\_\_
6. Notify key personnel (CO, OIC, supervisor, etc.).
7. TRACING CALLS – If, after getting as much information as you can from the caller, you believe that the caller is about to hang up, follow these procedures to trace the call:
  - a. Hookflash. Depress the cradle button for approximately one second. The Hookflash will give a dial tone and place the caller in a temporary hold state.  
(NOTE: 3100 Phone Systems program. Use GRND Start button, vice Hookflash.)
  - b. Dial #23, which activates the trace. You will hear a 3-beep confirmation tone.



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- c. DO NOT HANG UP!
  - d. From another phone, call the Provost Marshall's Office (911, or extension 2555, 2556, or 2557) to alert them that you started a trace.
  - e. PMO will contact the Base Telephone Office for trace information.
8. Institute Building/Facility Bomb Threat Response Plan.

ENCLOSURE (1)

